List of Reports

Following are reports used by Human Resources.

Benefits

Transaction Code	Report Title	Purpose
HRBEN0071	Eligible Employees	Displays employees who are eligible for specified benefit plans on a given date.
HRBEN0072	Participation	Displays employees who are participating in specified benefit plans on a given date or during a certain period of time.
HRBEN0073	Health Plan Costs	Displays employees and employer contributions for specified health plans on a given date.
HRBEN0074	Insurance Plan Costs	Displays employee and employer contributions for specified insurance plans on a given date.
HRBEN0075	Savings Plan Contributions	Displays employee and employer contributions for specified savings plans on a given date.
HRBEN0077	Changes in Benefits Elections	Displays changes made to benefit plan infotype records on a given date or during a certain period of time. These changes include new enrollment, termination, or changes in employee elections for a plan.
HRBEN0078	FSA Contributions	Displays employee and employer contributions for flex spending account plans on a given date.
HRBEN0079	Change of Eligibility Status	Displays employees who are no longer eligible for the plans in which they are participating.
HRBEN0015	Print Confirmation Form	Provides an overview of employees' elected benefit for a specific period of time. Overview includes plans enrolled in, dependents enrolled, and employee and employer contributions.
ZHR_MED_BEN	Medical Benefits Reports	Displays selection criteria listing employee master data and health insurance, and saving plans enrollment.
ZHR_BEN_PART_MTR	Audit Report for Benefit: Participation Monitor	Checks employees' eligibility to ensure they are enrolled in the correct plans.
HRBEN0003	Participation Monitor	Displays an overview of benefits offered to employees.
HRBEN0006	General Overview of Benefit Plan Data	Displays an overview of benefits offered to employees.
HRBEN0081	Employee Demographics	Allows the user to gather demographics for health insurance providers. Summarizes information by age, gender, and smoker/nonsmoker status.
HRBEN0083	Changes in Default Values for General Benefits Information	Displays any changes to system allocated default values in an employee's general benefit information record (Infotype 0171) for a specified date.
HRBEN0085	Cost/Contributions for Miscellaneous Plans	Displays cost and contributions made to benefit plans by both employee and employer.

Transaction Code	Report Title	Purpose
HRBEN0089	Enrollment Statistics	Displays the employee enrollment count for enrollment on each day in a series of days.
ZHR_BEN01	Benefits: HR Actions Created	Allows the user to audit benefit actions and to view any benefit changes that occurred as a result of a mass update to master data or a specific employee's benefit changes.
ZHR_BEN02	Benefits: Health Plans with Dependent Details	Allows the user to audit benefit dependent actions.
ZHR_BN_FAMDEP_AUDIT	Family Member/Dependents Audit Report	Allows the user to audit master data changes to family members and dependents.
ZHR_BN_FAMDEP_TEXT	Family Member/Dependents Text Report	Displays any text left on family member and dependent changes.

Finance

Transaction Code	Report Title	Purpose
ZHR_LEAVE_LIAB	Leave Liability Report	Lists employees' available leave quotas with the associated liability and financial cost distribution.
PC00_M99_URMR	Reconciliation of Remittance Posting Items	Produces a list of all third-party remittance items that have been evaluated or posted. Data is selected based on your user settings.
ZF25	Display Payroll Posting Document for FI Posting	Lists financial posting data for payroll results based on the criteria selected.
ZHR_CADO	Display Time Sheet Details	Displays data that was entered using a time sheet for individual employees or to find specific data records. Selects records from the time sheet database based on important working time attributes, such as Cost Center, absence type, or WBS Element. Derived cost information may also be reported.
Y_D01_83000002	Vendor Master Query	Displays all vendor numbers created in the system including employee and customer numbers.
PC00_M99_DKON	Wage Type Assignment - Display G/L Accounts	Displays wage types and the mapping to the general ledger account.

Organization Management

Transaction Code	Report Title	Purpose
S_AHR_61016491	Existing Organizational Units	Display an overview of all existing organizational units.
S_AHR_61016497	Existing Jobs	Generates an overview of all existing jobs. You can use the function keys to obtain further information.
ZHR_JOBS	Jobs Planned Compensation	Validates correct minimum and maximum step and pay scale/grade by job.
S_AHR_61016502	Existing Positions	Provides an overview of all existing positions. You can use various function keys to call up further information. This report is also accessed by other reports and transactions.
S_AHR_61015556	Display Pay Scale Structure	Displays the pay scale groups in your organization.
S_AHR_61016509	Vacant positions	Lists positions flagged as vacant or obsolete, according to selection criteria. A vacant position is a position that has no holder in a given period. The following is displayed: the period in which the position is vacant, the date to which the position is still filled, and the date from which the position has been vacant.
S_AHR_61016494	Organizational Structure with Positions	Generates an organizational plan that displays the positions assigned to each organizational unit. The plan reports on the hierarchical structure of organizational units and their positions. The organizational unit entered is interpreted as the root unit of the structure. This means it is also possible to represent substructures in the company.
PPOSE	Organization and Staffing Display	Allows users to search for and display organizational objects. Displays position, persons, organizational units, and jobs as well as details such as account assignment and cost distribution.
S_AHR_61015554	Display Pay Grade Structure	Displays pay grades and pay levels.

Payroll

Transaction Code	Report Title	Purpose
ZHR_ARREARS	Arrears Report	Lists employees, wage types, and amounts that have generated arrears in payroll results.
ZHRQM_DDNTK	Deductions Not Taken Entries	Lists employees, wage types, and amounts that have generated deductions not taken (DDNTK) in payroll results.
PC00_M10_CEDT	Remuneration Statements	Creates the form for payroll accounting.

Transaction Code	Report Title	Purpose
PC00_M10_CALC	Payroll Driver (USA)	Enables you to perform complete payroll runs on a period- by-period basis, and to save the results. The HR payroll program carries out the tasks performed by conventional payroll programs and includes general flow control as well as a number of programmed modules which are directly relevant to payroll. The Payroll Driver carries out the basic technical functions of payroll by processing the statements in the schema sequentially and interpreting the control tables. The Payroll Driver interprets the schemas in table T52C0 (T52C1) and the payroll rules in table T52C5.
PC00_M10_CLJN	Payroll Journal	Generates the payroll journal using existing payroll results as a base. The payroll results are displayed using the in-period view; in other words, retroactive accounting runs are printed together with the payroll run during which the retroactive run took place.
PUOC_10	Off-Cycle Workbench	Displays employees' pay results. The types of payroll run that you can carry out depend on the settings made in Customizing.
PC00_M99_CWTR	Wage Type Reporter	Evaluates wage types from payroll results for a selected period, including data from tables Results Table (RT) and Work Place Basic Pay (WPBP). Other tables and data from infotypes are not evaluated.
HRCMP0080	Total Compensation Statement Display	Enables you to display Total Compensation Statements for individual employees. The statement shows all compensation elements and benefits paid to an employee in a specific period, for example, one year.
ZHR_OUTAGE	Report for Employee Outages in Payroll	Used to validate payroll results prior to final processing of payroll. Lists differences between current and previous period or other period. Differences are of defined compensation and deduction wage types (for example, gross, net, and overtime).
ZHR_DIS	Paycheck Distribution Report	Lists employees by IT0006, Subtype 6, and Building field in Master Data.
PC00_M10_REC	Payroll Reconciliation Report	Executed to reconcile payroll results from a specified time interval both with Tax Reporter results and, to a lesser extent, with the amounts posted to the Financials (FI) application component. The output of this report can be used to crosscheck the accuracy of the results produced by these reporting programs, and is meant to reflect actual payroll results as closely as possible. It is not the intent of this report to duplicate the logic of the FI posting program, nor of third-party remittance functionality, nor of Tax Reporter. Therefore, amounts reported by the Payroll Reconciliation Report will not necessarily match the results of other reporting programs. The fundamental purpose of this report is to enable users to discover such discrepancies, so that they may ultimately resolve them.
ZHPY_PERIODS	HR PY: Show Pay Periods and Pay Dates	Displays the payroll calendar for a payroll area. This report will show the start, end, and pay dates for each pay period.

Transaction Code	Report Title	Purpose
ZHR_TCS	PR-PY Total Compensation Report	This report is also known as the Year End Statement. It is a summary of annual compensation, earnings, retirement, and benefit contributions of each employee. HR generates, prints, and distributes the statement to employees annually, and uses this report for year-end reporting.
ZHRR_EE_COMP	Employee Compensation Report for Managers through MSS	Provides managers with employee compensation information such as salary or hourly rate, current step, differentials, position, job, and title. This report is also available on MSS.
ZHRQM_EEFLEX	Employee Data Report	Displays employee work information such as job, work schedule, pay scale, and work contract.
ZHRQM_IT0003	IT0003 Payroll Status Report	Allows the user to review any personnel who will be locked out during a payroll run (usually executed to ensure that employee payroll is accurate).

Personnel Administration

Transaction Code	Report Title	Purpose
S_PH9_46000360	Exemption Expiration Report	Most jurisdictions do not allow employees' tax exemptions to be automatically renewed. This report can be used to determine which employees' tax exemptions, entered in Infotype 0210 W-4 Withholding Info, are due to expire soon.
S_AHR_61016362	Flexible Employee Data	Lists data flexibly, meaning you can choose the employee data that is to be displayed
S_PH9_46000216	Service Anniversaries	Creates a list of employees who have a seniority anniversary within a year.
S_PH9_46000223	Entries and leavings	Allows you to create a list of people who either left or entered a company for a certain defined time.
S_PH0_48000450	Task Monitoring	Enables you to create a list of tasks that an employee has during a selected period.
ZHR_ROSTER_HISTORY	Roster History Report	Lists employee's position, job, and compensation history based on selection criteria.
ZHR_EMERGENCY	Address Report	Lists employees' home and work address.
ZHR_IT0007_ADD	Alternate Work Schedule Report	Lists employees' work schedules begin and end times for scheduled work days based on IT0007.
ZHR_CHANGE_AUDIT	Change Audit Report	Displays the tracking of events as they occur in the system.
ZHRR_EMERG	Emergency Contact Report	Displays employee emergency contact information.
S_AHR_61016369	Employee List	Displays single employee or group employee information.
S_AHR_61016380	Logged Changes in Infotype Data	Allows the user to audit changes and make new entries and deletions in master data.

Transaction Code	Report Title	Purpose
ZHRQM_IT0000	IT0000 Employee Actions - Analysis Report	Displays a list of specific actions with employee master data.
ZHRQM_IT0014	IT0014 Recurring Pmt/Deduction Report	Allows the user to review Infotype 0014 (Recurring Payment and Deduction) to assist in the audit of payroll.
ZHRQM_IT0015	IT0015 Additional Payment Report	Allows the user to facilitate the review of infotype 0015 (Additional Payment) to assist in the audit of payroll.
ZHRQM_IT0041	IT0041 Date Specification Report	Generates the Date Specification report and displays a list of specific dates from Infotype 0041 (Date Specifications).
ZHRQM_IT0057	IT0057 Union Dues / Membership Report	Displays, per pay period, the amount deducted from Infotype 0057 (Membership Fees) for employee union or membership dues.
ZHRQM_IT0105	IT0105 Data Detail Report	Displays the employee information from Infotype 105 (Communication), for example, work e-mail, work phone, and cell phone.
ZHR_POS	Position Management Report	Displays the Position Management report and allows the user to monitor the occupancy status of a single position or multiple positions within an organization.
ZHR_COST	ZHR_COST - Employee Cost Distribution Report	Displays the employee's cost center or grant information in the organizational master data, with any overrides at the position level.

Time Management

Transaction Code	Report Title	Purpose
ZHR_PT_QTA10	Display Absence Quota Information	Creates overviews of employees' absence quotas according to various aspects. For example, you can display employee's remaining quota entitlement with specific interval.
PT_EDT_TEDT	Time Statement Form	Creates an overview of the results determined by time evaluation, (for example, time balances and time wage types) for each employee. Use this report to check the time evaluation results, for example to send time statements to employees.
PT50	Quota Overview	Provides access to all information and program functions in the environment of attendance and absence quota administration. From the quota overview, you can check quota credits and correct them if necessary. Quota entitlements are entered manually using the Absence Quotas (2006) and Attendance Quotas (2007) infotypes, or calculated during time evaluation.
PT_ERL00	Time Evaluation Messages Display	Creates a list of messages that were generated during time evaluation. The report reads table FEHLER in cluster B2.

Transaction Code	Report Title	Purpose
PT63	Personal Work Schedule	You can access the report via a pushbutton from the following SAP Time Management functions: From the Time Management menu (multiple employees), from the Time management pool - Monthly calendar (specific employees), and when you maintain time infotype records (specific employees). This report is used to maintain substitutions, for example, to obtain information on an employee's working times, working time regulations, and infotype records on a specific day.
PT_BAL00	Cumulated Time Evaluation Results: Time Balances/Wage Types	Creates a list of day balances, cumulated balances (period balances), or time wage types that were determined by time evaluation. You can check what balances have been formed for each organizational unit, for example. The report is also used to check the value limits determined for individual time types or wage types for customizing. To do so, the report reads on the results that were created from an error-free time evaluation run; therefore, it does not take account of the preliminary balances that time evaluation creates in case of an error (COLER F).
PT_QTA10	Display Absence Quota Information	Creates overviews of employees' absence quotas according to various aspects. For example, you can display employees' remaining quota entitlement within a specific interval.
ZHRTL	Time Leveling Report	Lists for a selected period, in weekly increments, planned working time, time worked, absence, overtime hours, and work schedule rule for selected employee(s). This report is part of the payroll validation process conducted prior to payroll being executed. The results of the report can be exported for further analysis. This report is used to identify employees who have not entered time at least equal to the planned working time to create and send communications (via e-mail) to employees and supervisors for notification that hours entered on a time sheet and approved do not meet the planned working time.
ZHR_CAPP	Time Sheet: Approve Times	Displays data that was entered using the time sheet for individual employees, or to find specific data records. Selects records from the time sheet database based on important working time attributes such as Cost Center, absence type, or WBS Element. Time sheet entries may be reviewed and approved or rejected in this program.
ZHR_CADO	Display Time Sheet Data	Displays data that was entered using the time sheet for individual employees, or to find specific data records. Selects records from the time sheet database based on important working time attributes such as Cost Center, absence type, or WBS Element. Derived cost information may also be reported.
CATS_APPR_LITE	Approve Working Times	Approval program for the CATS Classic and CATS for Service Providers applications. The main task of this report is to manage the processing statuses of time sheet data.

Transaction Code	Report Title	Purpose
ZHR_IT0007_ADD	Alternative Work Schedule Report	Lists employees' work schedules and begin and end times for scheduled work days.
ZHR_TIME	Employee Time Approval Status Report	Identifies employees for a selected with a process status of 10-In process and/or 20-Released for approval. This report is part of the payroll validation process conducted prior to payroll being executed, and is used to identify employee time records which have not been approved for processing. The results can be used to create and send communications via email to supervisors for notification of time requiring approval.
CAT6	Transfer Time Data to HR Time Management	You supply Human Resources (HR) with absence and attendance data and data on employee remuneration and substitutions by transferring data records from the time sheet or an external time recording system. The transferred data is then available for further processing in Time Management and Payroll.
PTFMLA	FMLA Workbench	Provides an overview for setting up, processing, and reviewing an FMLA absence request.
PT60	HR Time: Time Evaluation	The time evaluation driver RPTIME00 evaluates employee time data.
PT90	Attendance/Absence Data: Calendar View	Displays attendances and absences for each employee in a calendar. For example, you can display an employee's leave and business trips for a specific period. In addition, you can produce statistics for each employee and a legend for the calendar and the statistics.
CATS_DA	Display Working Times	Displays employee working time and verifies that employee time has been entered and/or approved for payroll processing.
ZHRQM_IT0613	Donated Leave Report	Displays leave time processed in the system, including donated leave by donor, donee, or date of donation.
ZFMLA	FMLA Overview Report	Displays a list of all employees on FMLA leaves. Data includes status of leave, remaining hours, entitlement, and medical cert.
ZHRR_FUTURE_LVE_REQ	Leave Request Report	Provides the latest status information for employees' leave requests such as sent, approved, rejected, or withdrawn.
ZHR_REM_QUOTAS	Rem. Statement Quota Balance Report	Allows you to see what the quota balances were on a remuneration statement for a given pay period.
ZHR_TM_OVERTIME	HR-TM Overtime Report	Allows the user to evaluate overtime costs when overtime spending is required. Displays overtime, compensated time off (CTO) as individual reports or combined into one, and it has the flexibility to process data by organizational unit, personnel subarea, or a combination of both.
ZHRQM_INTERP_SESSION	Interpreter Session Count Report	Provides the interpreter session count. Includes hours, absence/attendance types, name, and position.